

Training & Development fees

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1. How much is the fee?

CIBSE currently charge £3250 (inclusive of VAT) for T&D visit, for visit which are physical the company will be expected to pay for travel and accommodation if needed.

From the 1st Jan 2024 CIBSE will increasing the fee 5% to £3950, this increase is in line with our 5% increase across all CIBSE membership products.

This annual fee will allow CIBSE to maintain the high standards of service it provides to the T&D schemes, provide training to the T&D moderators and to carry of aspects such as the T&D forum.

CIBSE annually reviews all costs incurred in academic accreditation activities to ensure that those costs are recovered in a fair and equitable way whilst continuing to maintain a high standard of support to the companies. CIBSE remains committed to accreditation and will continue to devote resources to support it. The fee represents the activities spent on academic accreditation activities and is based on the direct costs incurred when training and supporting visit panels to company T&D schemes.

2. Benefits of T&D Approval?

For the employer:

- Recruit new talent to your business, as graduates will be looking for additional benefits of employment and support towards their professional development.
- Provide a streamlined and structured route for employees to gain professional registration and develop as senior engineers and future leaders.
- Demonstrate to employees that you're committed to their professional development.
- The assurance that your scheme has been reviewed and accredited by a Professional Engineering Institution.
- Use the Certificate of Accreditation and the CIBSE accredited scheme logo on promotional material and scheme documentation.

For the trainee:

- Joining a CIBSE T&D scheme gives you the benefit of a structured support system, geared towards developing your skills and competence to achieve professional registration.
- Be paired with an experienced mentor who will guide you through your journey.
- Being part of an accredited scheme gives you the assurance you are part of a company which invests in their staff development.
- Join CIBSE's Young Engineers Network (YEN) and network with like-minded individuals.
- Receive additional support from CIBSE when applying to for professional registration.
- Use of the mycareerpath professional development portal.

3. When is the fee payable?

The fee is payable upfront when the submission of approval is made. An email will be sent to each department to advise them that the fee is due and how it can be paid.

4. What period does the fee cover?

The fee covers the period of three years.

5. How is payment made?

Payment can be made by invoice or by credit card.

If you require an invoice in advance of making your payment, please send either a Purchase Order number for £3950 inclusive of VAT. Please also confirm to which email address the invoice should be sent to. If you intend to pay using a credit card, please call the CIBSE membership department.

CIBSE is keenly aware companies need to budget for any fee payable. Fees should be perceived as fair and easy to administer from both the CIBSE and the companies points of view.

6. What costs are involved in T&D Approval?

CIBSE pays for a dedicated team of staff experts, supports a number of internal and external committees and their associated working parties, supports a number of 20 moderators and provides training for all accreditors. The moderators work for CIBSE on a voluntary basis.

CIBSE approves over 22 T&D schemes.

7. How many and what type of visits are included in the fee?

Ideally, CIBSE is seeking to enable companies to present their T&D scheme in a single visit once every three years. This fee will be discussed and agreed in advance of the visit taking place. Monitoring visits and advisory visits are included in the annual fee. Visits to non-UK T&D schemes will incur an extra fee. For these cases, please contact CIBSE for a quote.

8. Is the fee still payable for the lapsed year?

Yes, a fee is still payable if it is intended that re-approval is sought at some point.

9. What if, following an approval visit, my companies T&D scheme is not awarded?

It is very rare that T&D scheme is not approved as CIBSE tries to identify serious problems before a visit is made. However, CIBSE will have incurred the visit cost regardless of the outcome and therefore the payment made before the visit will not be refundable. No further payments will be required unless accreditation status resumes.

10. What if my company misses the payment deadline?

Should the fee remain unpaid after the due date, the company will be unable to book their visit.

Any other questions?

If your question has not been answered either by these FAQ's or by the information on our website, please contact us at partnerships@cibse.org with any questions that you may have.